



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: ZHV Home Visitor – Tribal Infant Early Childhood –**2 Positions**

LOCATION: Red Cliff Community Health Center

PROGRAM: Zaagichigaazowin

WAGE: \$15.00 - \$16.00 per hour/40 hours per week (DOQ), Plus Benefits

SUPERVISOR: Zaagichigaazowin Program Director

**THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION
GRANT FUNDED THROUGH SEPTEMBER 29, 2018**

JOB SUMMARY: The home visitor is responsible for managing a case load of 10-12 families who voluntarily participate in the program. The home visitor will have multiple roles within the framework of the Zaagichigaazowin Home Visiting program. They will provide home visits during the pregnancy, post-partum and early childhood periods using a culturally enhanced “*Parents as Teachers*” model and curriculum and will encourage and participate in the primary care of the mother and child using culturally infused health teachings which includes all time periods from prenatal to infant care. The home visitor will be trained as a birth doula, and will be on-call to provide support during the labor, delivery and immediate post-partum for families who choose this service. The home visitor will provide case management, screening, education, referral and support in a holistic manner based on the individual needs of the family and work within a comprehensive early childhood system of care. The Zaagichigaazowin Home Visiting Program is under the umbrella of the Community Health Department. The home visitor will be asked to help with event planning, coordination and/or facilitation of groups. In addition to main job duties, the home visitor will be responsible for thorough documentation and data collection, and will participate in reflective supervision and continuous quality improvement activities.

Overall Job Components/Requirements Infuse Ojibwe cultural components and teachings to enhance home visiting services. Support families throughout and beyond the childbearing year by offering a menu of services from which families can choose; including home visits, supportive primary care visits, doula support during birth, group facilitation and community

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events. Recruit eligible families into the Zaagichigaazowin home visiting program; ideally early in pregnancy. Develop a trusting relationship with participating clients. Develop mutual expectations and an initial and on-going plan of care which reflects the preferences and needs of the families and services offered within the program or greater community. Work collaboratively with the Early Childhood Center programs.

Doula/Pregnancy Support Core Job Components/Requirements

1. Prenatal Home Visiting Services
2. Engage prenatal families as soon as possible.
3. Offer and discuss Ojibwe cultural teachings around the prenatal time period.
4. Conduct initial family assessments and plan for services with families.
5. Provide weekly home visits. Home visit schedule variation is acceptable; depending on client preference and home visitor case load. Other forms of communication, such as telephone and social media (as allowed by tribal policy) will be used to maintain contact and augment visits.
6. Initiate and use parents As Teachers curriculum with the cultural and childbirth education enhancements to increase parental understanding of fetal and child development, parenting skills and local resources.
7. Encourage father of baby or other significant person and/or other family member involvement early and throughout program participation with all activities. The important role of extended family is welcome.
8. Encourage prenatal participation in educational/supportive groups such as: childbirth preparation, breastfeeding and parenting classes, and joint socializations with the ECC Home Base Teachers, language table and other cultural /community groups.
9. The home visitor may be asked to help organize, staff, and/or facilitate certain groups.
10. Provide case management type services including periodic and on-going assessments, referrals to other resources and assistance with overcoming barriers to access.
11. Doula and Childbirth Services
12. Continuous culturally respectful support for the family during childbirth, including assistance with non-medical comfort measures such as position changes and relaxation. Offering emotional, informational and spiritual support for the client, family members, and significant others. Family advocacy with medical or birth center staff. Doula support is individualized to meet family preferences and offered within the DONA doula scope of practice (SOP). [See attached DONA Doula SOP.](#)
13. Being on-call according to client due date and established call schedule.
14. Abiding by the doula on-call guidelines to ensure safe service provision and availability to clients. [See attached on-call guidelines.](#)
15. Zaagichigaazowin home visitors are not able to exceed 15 hours of labor, birth and post-partum support per family. It is important for the home visitor to prioritize support to

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maximize benefit to the family. The following are guidelines to be considered for direct birth support:

16. If a client requests support during early labor, the home visitor will be available to provide encouragement and emotional support over the phone or in some cases, in the client's home.
17. The doula will come to the hospital or birth center and join the client when active labor is established if not sooner and will be expected to stay with the laboring woman throughout the labor and through at least 2 hours post-partum.
18. If labor is excessively long, difficult or back-up support is necessary; another Zaagichigaazowin staff person will be called in.
19. Breastfeeding support is given immediately after delivery and ongoing thereafter.
20. Postpartum Services
21. A visit to the new mother/infant within 24 hours after birth to assess their well-being, offer breastfeeding support, encourage use of community resources as needed and help facilitate the family's discharge to home.
22. Coordinate provision of Newborn Behavioral Observation (NBO) to family as soon as possible after the birth; either in the hospital or after returning home.
23. After discharge to home, the doula will make frequent home visits during the first weeks, and regular, on-going visits after that.
24. Post-partum visits will include processing the birth, supporting breastfeeding, teaching infant care and parenting skills, fostering positive maternal and paternal/infant attachment, offering/coordinating other referrals for services as needed.
25. Attendance of the home visitor at well-baby/well-woman primary care visits are offered and encouraged.
26. On-going home visiting/ family engagement
27. Continue to offer family support services (home visiting, supportive primary care and community groups/events) into the infant's early childhood until the family no longer desires services or the child becomes older than the age limit of five years old.
28. The Zaagichigaazowin program works collaboratively with the ECC. Zaagichigaazowin transitions families into Home Based or Center Based programs if and when slots become available.
29. In cases of perinatal loss at any time during the pregnancy, birth, and post-partum or infancy/early childhood period, the home visitor may be called on to provide emotional support and assist with the referral to grief support services/counseling.

Other Zaagichigaazowin Home Visitor Roles/Responsibilities

1. The Zaagichigaazowin home visitor may be asked to participate in planning or facilitating childbirth education and/or parenting classes and groups, family socialization and other community events.

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2. Participate in regular staffing meetings with Zaagichigaazowin and community health program staff and administrators.
3. Participate in weekly and as needed reflective supervision activities.
4. Participate in quality assurance and improvement activities within the program, as well as within the larger clinic and early childhood system of care.
5. Participate in initial and on-going training activities as required and recommended by program staff.
6. Documents all client and activity data in required data collection and electronic health systems in an accurate and timely manner.
7. Report activities the RCCHC Health Board on the Monthly Activity Report as required by the Health Clinic.
8. Support/adhere to established policies and procedures of the Red Cliff Tribe.
9. Maintain strict confidentiality and safeguard the privacy of patients in common areas of the clinic.
10. Present a professional, caring image for the Health Center and its programs.
11. Maintain a cooperative relationship with other Health Center staff and employees.
12. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
13. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
14. Dress appropriately to promote professionalism within the Health Center.
15. Attend staff and other meetings, in-services, and other events as directed by supervisor.
16. Participate in the implementation of grants, contracts, or projects being carried out under the auspices of the Red Cliff Community Health Center and at the direction of the Administrator of the Health Center. These activities are to comply with the directives of Tribal and Health Center Administration and to fulfill the conditions and stipulations of the grant, contract, or project. The specific duties will reflect the individual grant, contract, or project and the concurrent needs and resources of the Health Center. These assignments will vary from time to time due the cyclical nature of these program efforts.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

QUALIFICATIONS:

1. 2 years of training **OR** experience in perinatal, maternal and child health and community health domains with additional community health training.

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2. 2 years of education **OR** experience in early child development, family studies, nursing, psychology, or related field.
3. Experience and knowledge in the provision of perinatal, maternal, and child health home visiting services within a Native American population.
4. Experience and/or willing to train as a birth doula.
5. Willingness and ability to be on-call for families who choose doula support for a period of two weeks before and after due date. On-call guidelines will apply during this time.
[See attached guidelines.](#)
6. Experience and knowledge about early childhood growth and development, parent-child relationships, child health, and family systems in Native American communities.
7. Experience and/or willing to train in assessing the growth and development of infants and children birth to 5 years of age.
8. Experience and/or willing to train in home visiting skills and case management.
9. Willingness to encourage and incorporate Ojibwe teachings and traditions into home visiting and birth settings when requested by families.
10. Ability and willingness to work outside of traditional work hours for program related classes and community events that may include some evenings and weekends.
11. Proficiency in computer usage and software systems including all programs in Microsoft Office.
12. Experience with and/or willingness to learn electronic data entry system and cloud storage software.
13. Ability to positively connect with families and develop trusting relationships built on the best interest of the family to provide services and service coordination without judgement.
14. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

Preferred Qualifications:

1. An Associate's Degree or higher in community health related subject matter OR early childhood development.
2. Knowledge of and/or willing to learn about the Red Cliff community and Ojibwe traditional teachings as they relate to family and community health.
3. Experience and/or comfort in learning group facilitation skills and facilitating parent groups preferred.
4. Demonstrated flexibility to work on an interdisciplinary team; ability to work in various roles and capacities in a respectful and professional manner.
5. Capacity to be reflective about work and roles.
6. Ability to work independently.

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7. Relevant life experiences (related, for example, to mothers' and fathers' concerns about caring for infants and young children).

PERSONAL CONTACTS: Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Health Center and Early Childhood Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving. Weights to be carried are usually less than 50 pounds. There will be periods of prolonged standing, walking, or sitting.

WORK ENVIRONMENT: Providers will work closely with support staff in a shared, open office. The environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

Red Cliff Tribal Member and Native American preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

BEHAVIOR: The vision, goals and objectives of the Red Cliff Band of the Lake Superior Chippewa Indians requires the Home Visitor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

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1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING: October 13, 2017

DEADLINE: October 27, 2017 @ 4:00 pm

FOR FURTHER INFORMATION:

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

(715) 779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

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